

Virtual assistants need to stay productive while working remotely. Fortunately, you'll find plenty of apps to help.

Having a [virtual assistant](#) can be overwhelming, especially when you have different or similar tasks for multiple clients. And since you work remotely, most of your activities need to be automated with software tools to increase productivity.

This article highlights 10 essential tools and apps that every virtual assistant should have in their arsenal. These tools will simplify your workflow and enrich your experience as a novice or advanced virtual assistant. But before we reveal that, let's briefly go over the concept of virtual assistance.

1. Slack

As a [virtual assistant](#), maintaining effective communication with your customers is essential, and Slack does a great job at that. It is one of the best instant messaging platforms for remote teams that allows you to communicate with clients and team members in real time while working on projects.

You can separate projects using channels and make them accessible only to authorized people. Plus, Slack has an in-app calling feature and fun custom emojis for more relaxed conversations. You can share different files with one or more people, including audio recordings and photos.

2. Google Workspace

Google Workspace, also known as G-Suite, is a collection of different software tools with different features and modes of operation. However, you only need eight of these tools as a [virtual assistant](#). They include:

Google Docs: You can use it to create, edit and format text documents.

Google Mail: This tool is great for messaging and email marketing.

Google Slides: This free tool covers all your presentation needs.

Spreadsheets: You can use this tool to enter data and create budgets.

Google Meet: Great for video conferencing and keeping in touch with your customers.

Google Forms: You can use it to take surveys and get real-time responses.

Google Drive: This is one of the cheapest cloud storage providers for personal and work-related files.

Google Calendar: Helps you schedule projects and stay on track.

3. Friendly

Friendly is a scheduling tool for event management. However, it is not sufficient as a standalone calendar. You need to integrate a calendar app like Google Calendar or iCloud Calendar into the app to automate and simplify your meetings. It also has different ready-to-use durations: 15, 30 and 60 minutes.

You can schedule meetings with different dates and times, and your guests can specify their availability on the calendar. However, guests can still choose the exact time available regardless of the time period, but within the time period you provide.

4. Canvas

In many cases, your administrative responsibilities as a [virtual assistant](#) may include graphic design. Thus, it would be good to have a design tool. Canva is your go-to app for all things design and graphics. You can use it to design social media banners, flyers, circular posts, cards, etc.

Best of all, you can manipulate Canva's free fonts, templates, images and elements to create stunning designs.

5. Hootsuite

Hootsuite is a community social media management app that enables you to monitor and navigate different social media platforms from one place instead of opening multiple tabs. It is compatible with Twitter, Facebook, Instagram, Pinterest, LinkedIn, etc.

Create, edit, format and schedule content for each platform, validate insights and effectively manage your customer audience. While the free version is great, the pro version gives you access to more extensive features, especially if you have a demanding clientele.

6. Seat

Asana allows you to collaborate and manage projects seamlessly. If you work with a team, you can add members to your workspace on Asana, where you can monitor their workflow. You can also integrate Google Calendar and Google Drive into the tool to enable setting reminders for tasks and events.

Plus, Asana lets you isolate specific projects or information using color codes and add attachments as needed. For example, you can use red to indicate high priority projects, yellow for ongoing projects, blue for review, and green for completed projects.

7. Time Doctor

Time management is a top skill that every [virtual assistant](#) should have. However, you still need a tool to help you focus, especially if your salary is hourly. TimeDoctor lets you track your work and free time and view your daily performance. Generates reports on time spent on each project and task.

TimeDoctor also helps you manage interruptions. It monitors how much time you use the web and apps while you work. And when you exceed the set time, it will prompt you to pop. It alerts you when your computer is idle for more than normal working hours. However, you can manually adjust the time when needed.

8. MailChimp

MailChimp enables you to manage and connect with your audience of customers and clients. When your customers launch a new product or service, you can use MailChimp to introduce those products to their customers or target audience using newsletters or advertising campaigns.

This tool allows you to segment your newsletters, send bulk emails, and analyze the performance of each ad campaign. You can also integrate other tools – such as Shopify and Stripe – into the platform.

9. Ontraport

Ontraport is another marketing and CRM platform that helps you coordinate your customers' business activities from a single platform. In other words, you can use Ontraport to present products to a customer's target audience and manage customer interactions at the same time. You can import and export contacts, create sales funnels and automate marketing campaigns to improve business. Besides, the interface is not very intuitive for beginners. However, you can get it with a little practice. It is also available as a web platform and mobile application.

10. Grammar

As a [virtual assistant](#), you always need to be on top of your content game, and using this tool will help you achieve that. Grammarly is a comprehensive web-based editing platform that reviews text content for grammatical errors, spelling, punctuation, plagiarism, and presentation quality.

The platform uses artificial intelligence to ensure that your content is virtually flawless and easy to understand. You can check if your content is engaging and which category of people it fits. However, the free version is limited and you have to sign up for the paid version to avail all the exciting features.

You can save your documents and come back to them whenever needed.